

DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS
FINANCE CENTER
5722 INTEGRITY DRIVE
MILLINGTON, TENNESSEE 38054-5005

REPLY TO
ATTENTION OF:

CEFC-R

6 September 2000

MEMORANDUM FOR ALL COMMANDERS/DIRECTORS, ATTN: RESOURCE
MANAGERS AND FINANCE AND ACCOUNTING OFFICERS

SUBJECT: Centralized Activities/Support Costs – FY01

1. With the consolidation of operating finance and accounting functions, the USACE Finance Center (UFC) assumed the accounting responsibilities for several centralized activities. These activities include GSA rent, civil funded military officers pay, hydrologic program, DFAS payroll service charges, and civilian illness and injury compensation. In addition, the UFC bills and collects its support costs and CEAP/AIS costs distributed for each serviced site. In accomplishing these accounting responsibilities the UFC issues a large volume of billings to Corps of Engineers sites, primarily on a monthly or quarterly basis.

2. In FY01 the UFC will continue to use current procedures in billing and collecting for these activities. Therefore, we request that all sites take the following actions at the beginning of FY01 when establishing obligations related to these centralized activities and UFC support costs:

- a. In all cases, sites should establish R1 (Reimbursable – Inside Corps) obligations on their CEFMS database. This can be accomplished by recording and accepting inhouse the respective government orders. (Do not transmit your government orders to the UFC, but do ensure that they are issued to the correct activity, i.e. the UFC, on your database.) Each respective centralized activity or support cost should be limited to only a single line item on your government orders. If you wish to allocate these costs further to different funding sources, this should be accomplished with in-house distributions on your database. Finally, once you have established obligations for FY01, please retain these same obligation numbers throughout FY01, amending the funding on the initial government orders as necessary during the year.
- b. Obligation numbers should be provided to the UFC so that these numbers can be cited on the individual billings (Miscellaneous Debt Notices) issued by the UFC. The obligation number can then be used by the UFC to process payments and clear accounts receivable. Notification of obligation numbers should be given to CEFC-R via email at Jeanine.F.Melton@usace.army.mil.

3. We believe that these procedures will continue to facilitate the billing and collection of centralized activities and support costs. By using government orders as the obligating document, Corps sites or the UFC must only record government order billings in CEFMS - no other receiving processes are required. The UFC will certify payment and collect the bills internally through the government order payment process. These procedures simplify the overall process and also reduce the amount of effort required for debt management.

4. Point of contact is Eileen Gildea, CEFC-R, at (901)874-8406.

FOR THE DIRECTOR:

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JAMES R. GREENE
Deputy Director, Resource Management
USACE Finance Center